

# Authorizing Foster Care Services in a Plan of Care

(updated 9/18/2025)

As of January 1, 2018, ODDS-funded Foster Care (FC) services for adults and children with I/DD are authorized through in the Plan of Care (POC). Foster Care services are authorized based on the setting in which the individual is supported.<sup>1</sup> The appropriate Service Element should reflect the type of foster care home:

- Adult Foster Home (AFH) Setting:
  - SE158/ORAF/NA
- Child Foster Home (CFH) Setting:
  - SE258/ORCF/NA

Only the individual's Foster Care service rate will be authorized in the Plan of Care (POC). Additional services—such as 2:1 staffing, behavior supports, or transportation—are no longer included in the FC rate and must be authorized separately under SE257 – Ancillary Services.<sup>2</sup>

Additional information about Foster Care and Ancillary Services can be found in the [ODDS Expenditure Guidelines](#).

## To authorize Foster Care services in an existing Plan of Care:

1. Log in in to eXPRS. If users have more than one organization login option, they will need to be logged in under the **Local Authority** (for CDDPs shown below).

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<sup>1</sup> It is possible for an individual to receive services in a foster care setting that does not align with their age group under an approved variance.

<sup>2</sup> See the guide **How to Authorize Ancillary Services in POC for Individuals in Residential Placements** for more information

**Login**

Password accepted. Choose your organization and/or program area for this session.

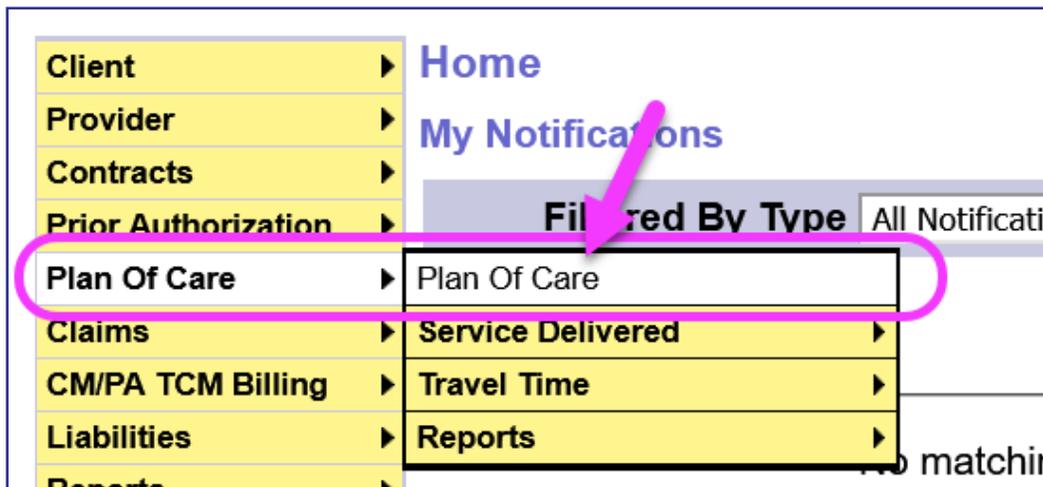
You are in the User Acceptance environment

<b>Login Name:</b>	<input type="text" value="userID"/>
<b>Password:</b>	<input type="password" value="••••••••"/>
<b>Organization/Program Area:</b>	<input type="text" value="County (Local Authority)"/>

[Forgot your password?](#)

- Many adults in FC may already have a POC for other services, such as employment. Best practice is to search for the individual's current POC first, and then simply update it to add the FC services.

From the left-hand yellow navigational menu click on **Plan of Care** → **Plan of Care** to find the POC that needs to have FC services added.



- In the **Find Plan of Care** page, search for the POC that FC services are to be added. At least one search criteria option must be entered. Best practice is to search by the individual's prime number.

With the search criteria entered, click **Find** to search.

### Find Plan of Care

Note: If criteria entered results in more than 20,000 rows, data returned will be truncated. You may need to narrow your search criteria to return a smaller dataset.

Plan ID:

Client Prime:

Service Element:

Plan Begin:   Overlap  Contain  Exact

Plan End:   Overlap  Contain  Exact

DHS Contract Num:

Status:

Max Displayed:

- From the search results, open the POC for the individual that need FC service authorization added. It will likely be the individual's current POC. Click on the **blue Plan ID** to open the POC.

### Find Plan of Care

Plan ID:

Client Prime:

Service Element:

Plan Begin:   Overlap  Contain  Exact

Plan End:   Overlap  Contain  Exact

DHS Contract Num:

Status:

Max Displayed:

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Export options: [CSV](#) | [Excel](#) | [PDF](#) | [RTF](#)

Plan ID	Client Prime	Client Name	DHS Contract Num	Plan Begin	Plan End	Status
4*****7	xyz0000a			04/01/2022	03/31/2023	Accepted

Plan of Cares found: 2 (displaying all rows)

- In the **Plan of Care** page, click on the **RESIDENTIAL** tab. Service authorizations for residential placement services live under this tab.

**Plan of Care**

Plan Id: 4\*\*\*\*7      Plan Dates: 4/1/2022 - 3/31/2023  
 Client Name:      Client Prime: xyz0000a  
 Plan Status: Accepted

Edit   Copy   Print Summary

Service Eligibility   **Plan Overview**   In Home Services   **Residential**   Supported Living   Community   Transportation   Ancillary   Legacy

**Monthly Assessed Attendant Care/Skills Training Hours**

Dates	Hour Limit
4/1/2022 - 3/31/2023	1.00

**Weekly Employment Hours Approved per ISP**

Dates	Hour Limit	Supported Employee
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- With the tab selected (the tab will fill with color), click on **Edit** just above to open the POC for updates.

**Plan of Care**

Plan Id: 4\*\*\*\*7      Plan Dates: 4/1/2022 - 3/31/2023  
 Client Name:      Client Prime: xyz0000a  
 Plan Status: Accepted

Edit   Copy   Print Summary

Service Eligibility   **Plan Overview**   In Home Services   **Residential**   Supported Living   Community   Transportation   Ancillary   Legacy

**Plan Details**

No details found to display.

- With the POC now open for updates/edits, click on **Add Plan Line** to authorize FC services.

**Plan of Care**

Plan Id: 4\*\*\*\*7      Plan Dates: 4/1/2022 - 3/31/2023  
 Client Name:      Client Prime: xyz0000a  
 Plan Status: Accepted

Delete   Done

Service Eligibility   **Plan Overview**   In Home Services   **Residential**   Supported Living   Community   Transportation   Ancillary   Legacy

**Plan Details**

Add Plan Line

- In the open Plan Line row, work from left to right, adding the service information.
  - In the **\*SE/Procedure Code/Modifier** dropdown, select the appropriate option for the foster care service to be authorized. The first dropdown will be the Service Element.

**Plan Details**

* SE/Procedure Code/Modifier	*Units
<div style="border: 1px solid gray; padding: 5px;">           50 - Residential Facilities            142 - Children's Residential            152 - Children's Host Homes  <b>158 - Adult FC services</b>            257 - Ancillary Services            258 - Child FC services         </div>	

- The **\*Procedure Code** and **Modifier** options may auto-fill based on your service element selection.

**Plan Details**

* SE/Procedure Code/Modifier	*Units
<div style="border: 1px solid gray; padding: 5px;">           158 - Adult FC services  <b>ORAFC - Adult FC services in SE158</b>            NA - Not Applicable         </div>	Months_Prorated / Month

- In the **\*Units** section, add **1** for the number of units. Foster Care services will continue to be a monthly, pro-rated service, so the number of units being authorized for Foster Care services is **ALWAYS 1 unit** (per month).

**Plan Details**

* SE/Procedure Code/Modifier	*Units
158 - Adult FC services	
<b>ORAFC - Adult FC services in SE158</b>	<b>1</b> Months_Prorated / Month
NA - Not Applicable	

- In the **\*Dates** section, enter the date range for the FC service Plan Line.

*Dates	Status
Month 4/1/2022 - 3/31/2023	Draft

Save Cancel

9. With all the Plan Line information completed, click **Save** to save the Plan Line.

*Dates	Status
Month 4/1/2022 - 3/31/2023	Draft

Save Cancel

10. Under the Plan Line, click on **Add Provider** to add the FC provider's Service Prior Authorization (SPA).

→ **REMEMBER:** the Foster Care provider's record **must be added to the CDDP's POC Provider Panel FIRST** for it to appear here and be selected.

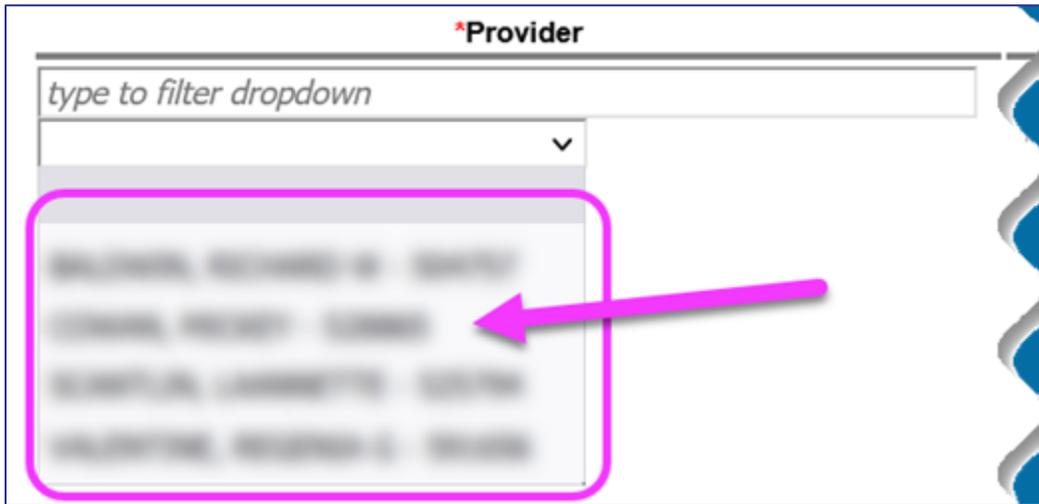
*SE	*Procedure Code	*Modifier
158	ORAFC - Adult FC services	NA

1 per Mon

Add Provider

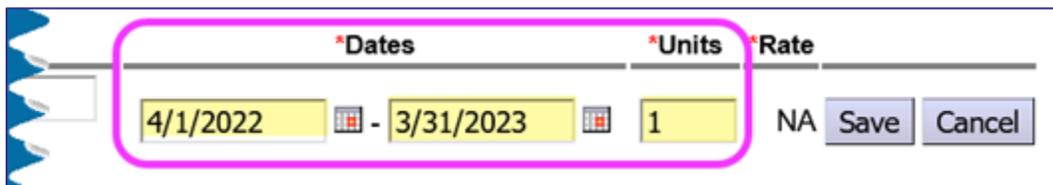
11. In the open SPA row, move left to right, adding the applicable information for the FC provider's authorization.

- In the **\*Provider** dropdown, select the appropriate FC provider's record.



- Next add the service date range and the number of units for SPA.  
Click **Save** to save the SPA information.

✓ Units always = 1



12. **NEW FUNCTIONALITY:** The **\*Rate** field has moved in the sequence of the SPA and will not immediately be an open text box to add the rate. The rate will read **NA** initially because when the SPA is saved, eXPRS reads the new SG rate table to determine if the rate will auto-populate or return an open field to add the rate manually, depending on the service.

Click **Save** to continue creating the SPA.



13. Upon clicking **Save**, eXPRS will determine if the rate for the services is a **FIXED** rate and auto-populate from the Service Group rate table, **OR** open the text field box for manual rate entry.

At this time, Foster Care services are still manual rate entry service.

14. Enter the applicable foster care rate for the individual, and then click **Save** again to save that information to the SPA.

15. With the SPA information saved in **draft**, click **Submit** to submit the authorization.

SE	Procedure Code	Modifier	Units	Dates	Status	
158	ORAF - Adult FC services	NA	1 per Month, Prorated	4/1/2022 - 3/31/2023	Draft	Edit Delete
Auth Id	Provider	Dates	Units	Rate	Pay-To Provider	Status
		4/1/2022 - 3/31/2023	1	1472.72		Draft Edit Submit Delete

16. If the individual in Foster Care services also needs Ancillary Services authorized, please see the assistance guide [How to Authorize Ancillary Services in POC for Individuals in Residential Placements](#) for instructions on how to authorize Ancillary services under SE257.